

Minutes Quality, Learning and Standards Committee

(All resolutions passed were the unanimous decision of the Quality, Learning and Standards Committee members present unless otherwise stated)

Meeting Title	Quality. Learning and Standards Committee by skype
Date	19 March 2020
Members	Mr G. Willett Chair Mr J. Azah (for part of the meeting) Mr D. Cheema. Mr. P. Mayhew-Smith Group Principal / CEO Mr M. J. Stone
In Attendance	Mr R. Foulston Chair, Corporation Mr A. Slade Principal, South Thames College Ms J. Morrison Assistant Principal - Quality and Innovation Mr J. Pemberton-Billing Principal, Carshalton College and Merton College Mr M. Tweedale Principal, Kingston College Ms H. Meredith Head of Governance
Key Meeting Outcomes	
1	WELCOME, APOLOGIES
1.1	Apologies were received from Cllr Fraser and Dr Reid.
1.2	The Committee noted that Mr Bristow had resigned with effect from 19 March 2020 and all members agreed that his resignation will be a great loss to this committee.
1.3	The Chair welcomed the Chair of the Corporation, Mr Foulston, to attend the meeting.
1.4	DECLARATION OF INTEREST Members confirmed that they did not have any pecuniary or other interest in any agenda item.
2	MINUTES OF MEETING OF 27 NOVEMBER 2019 AND MATTERS ARISING
2.1	<u>Accuracy.</u> The minutes were accepted as an accurate record and were signed by the Chair. <u>Matters arising</u> Taking into account the considerable disruption to the College arising from the planned closure due to coronavirus it was agreed that following the meeting the Chair and Head of Governance would review the log of outstanding actions and agree a new timetable for these – bearing in mind that various items from this will now need to be re-scheduled to a future date.
3.	REVIEW OF BOARD ASSURANCE RISK AREAS (PART 1)
3.1	The Chair reminded the Committee that the two risks allocated to it for review are the risk of a poor Ofsted inspection or OFS result and the risk of declining student numbers, for review in detail under Agenda Item 11.
4.	OFSTED INSPECTION REPORT STCG FEBRUARY 2020
4.1.1	The inspection report was presented by the Principal of Kingston College.
4.1.2	The report judged Overall Effectiveness for South Thames Colleges Group to be Good.
4.1.3	All other areas were also judged to be Good except for provision for students with high needs which was judged as Requires Improvement.

	<p>Overall effectiveness Good</p> <hr/> <p>The quality of education Good</p> <p>Behaviour and attitudes Good</p> <p>Personal development Good</p> <p>Leadership and management Good</p> <p>Education programmes for young people Good</p> <p>Adult learning programmes Good</p> <p>Apprenticeships Good</p> <p>Provision for students with high needs Requires improvement</p> <p>Previous inspection grade Good</p>
4.1.4	<p>The Principal, Kingston College was delighted with the report and Governors congratulated the Group on this achievement particularly noting the improvement since the last inspection for some of the legacy colleges. This was in the context that other recent inspection grades for merged college groups have not generally improved. The Committee agreed that the inspection report reads very well and, along with the Chair of the Corporation, asked for congratulations from governors to be passed to all college staff for this significant achievement and suggested that the Group should publicise this excellent outcome. The Group Principal commended the Principal, Kingston College for leading the inspection for the Group and the hundreds of college staff who contributed to the inspection outcome.</p>
4.1.5	<p>The Chair had asked for a report on High Needs for this meeting – see Item 6.3- and the Group Principal accepted that this part of the report outcome was a disappointment.</p>
4.1.6	<p>It was resolved to note the report.</p>
5.	<p>NOTICE TO IMPROVE (NTI) UPDATES</p>
5.1	<p>The Committee received update reports on internal Group Notices to Improve (NTIs).</p>
5.2	<p><u>Merton College</u> Business and IT Both these sections had vastly improved achievement rates last year with forecast achievement above NR with Term 2 forecast achievement 83% Business and 88% IT.</p>
5.3	<p><u>Carshalton College</u> Sport and public services The target is to increase significantly the proportion of students to achieve at or about NA (87.9%) and the Term 2 forecast achievement is 87%.</p>
5.4	<p>Motor Vehicle Motor vehicle is doing incredibly well towards the target to increase significantly the proportion of students to achieve at or about NA (82.4%) with Term 2 forecast achievement at 95%.</p>
5.5	<p><u>Kingston College</u> A Level provision The update report was presented by the Principal, Kingston College who confirmed that A level achievement this year might have been the best set of results although at the date of the meeting all exams had just been cancelled due to the Covid -19 virus and it was not known what method of assessment was to be implemented instead. The Chair asked the Principal, Kingston College to thank colleagues for pressing ahead with the challenging work in this area.</p>
5.6	<p><u>South Thames College</u> Music and Performing Arts The Principal, STC, reported that following a change in management this provision is going from strength to strength with Term 2 forecast achievement at 91%.</p>

5.7	<p>Achievement rate for Business Studies at Level 3</p> <p>The Principal, STC reported that there is still some distance to travel towards achieving consistent good or better TLA in all subject areas. Monthly NTI meetings are continuing.</p>
5.8	<p>Apprenticeship Achievement Rates</p> <p>Forecast achievement rates are identifying an improved picture. However as there are less learners each learner counts for a higher percentage of the overall outcome.</p>
5.9	<p>Sub-contracted Apprenticeship Achievement Rates</p> <p>Forecast achievement rates are currently at 83.1% with monthly MOT meetings overseen by the STCG Quality Team. The rigour and support provided by the Quality Team looks likely to result in a significant improvement from last year.</p>
5.10	<p>It was resolved to note these updates.</p>
6.	FOCUSSED GROUP CURRICULUM REPORTS
6.1	<p>QUALITY MONITORING AND PERFORMANCE MATRIX (QMAP)</p>
6.1.1	<p>The Group Quality Monitoring and Progress (QMAP) was presented by the Assistant Principal, Quality and Innovation.</p>
6.1.2	<p>The Committee noted that the data most below target was English and Maths attendance and retention. However, at the date of the meeting the College had just closed due to Covid-19 and so the Committee noted that this data cannot as a result improve further. Governors asked whether some of these targets are over ambitious and the Assistant Principal felt that they were appropriate as there had been excellent achievement rates for English and Maths in 2018-19.</p>
6.1.3	<p>It was resolved to recommend the Quality Monitoring and Progress Matrix for approval by the Corporation.</p>
6.2	APPRENTICESHIPS
6.2.1	<p>Apprenticeships remain under the NTI process and are benefitting from the support provided by this including the MOT process. The Principal, Carshalton and Merton Colleges confirmed that the Group has more confidence in the forecasting as a result of improvements to tracking and forecasting processes.</p>
6.2.2	<p>Governors asked how they can be sure that the data is now accurate and received assurance that the monthly MOT meetings are rigorous. However, as the meeting came just before the closure of the College all acknowledged the difficulty in continuing with monthly MOT meetings during the closure. Other issues associated with the virus include the difficulties of assessors gaining access to employers' sites, employers making apprentices redundant and the extent to which it will be possible to adjust to remote assessment of this provision.</p>
6.2.3	<p>The Chair asked that the College keep focussing on this provision albeit with these difficulties.</p>
6.3	HIGH NEEDS STUDENTS
6.3.1	<p>The report was presented by the Principal, Carshalton and Merton Colleges as the Assistant Principal was unwell.</p>
6.3.2	<p>The College was disappointed by the Ofsted judgment that this provision Requires Improvement. The provision had seen a significant increase in student numbers of about 30% per year over each of the past 3 years which has led to the need for more specialist staff, who are often very difficult to recruit. The College failed to recruit a specialist Assistant Principal for High Needs a year ago but has appointed more recently. The provision is split into two areas- 1. Learning support 2. Supported Learning and changes are planned to the management of these two areas.</p>
6.3.3	<p>The Ofsted inspection found a number of strengths in HNS provision, but the committee focussed on reviewing the areas for improvement highlighted by the Ofsted inspection:</p> <ul style="list-style-type: none"> • progression and IAG with too many students staying on the same level.

<p>6.3.4</p> <p>6.3.5</p> <p>6.3.6</p>	<ul style="list-style-type: none"> • Inconsistent development of English and Maths skills • Underdeveloped planning for and integration of SLAs in the classroom • Feedback to learners inconsistent and not routinely revisited • The main issue was inconsistent target setting <p>Governors reminded the College of the College SAR on HNS which placed the emphasis on the need to improve support workers - whereas the inspection report focussed on the role of teachers. The SAR identified that HNS progression to employment was a strength whereas the inspection found this to be an area for improvement. Governors therefore questioned the robustness of the SAR process in relation to HNS. The Principal, Carshalton and Merton accepted that this was a fair comment and confirmed in response that the new Assistant Principal is developing an Action Plan to address the issues highlighted by the inspection and that this will include a review of the HNS SAR.</p> <p>The Committee asked for HNS to be put under the College Notice To Improve process and the AP, Quality confirmed that this had been implemented immediately following the inspection and that HNS is therefore receiving considerable support from the Quality Team.</p> <p>The Chair asked for HNS to become a standing item for future QLS meeting agendas.</p>
<p>7.</p>	<p>ENROLMENT DATA AND MARKETING REVIEW REPORT This item was deferred to a future meeting.</p>
<p>8.</p>	<p>ANNUAL REPORT This item was deferred to a future meeting. <i>Mr Azah joined the meeting at 7.20pm</i></p>
<p>9.</p> <p>9.1</p> <p>9.1.1</p> <p>9.1.2</p> <p>9.1.3</p> <p>9.1.4</p>	<p>STAKEHOLDER FEEDBACK LEARNER MID –YEAR SURVEY SUMMARY REPORTS)</p> <p>A report was presented by the AP, Quality and Innovation on Student Surveys undertaken across the Group in January / February 2020 across the Group. Survey responses achieved an overall response rate of 50% - down 10% from the previous year. Members noted that overall, satisfaction remains high, with only one area RAG rated as scoring less than 74% satisfaction within individual colleges (Q7).</p> <p><u>Overall Rated Highly</u> Governors were very pleased to note that eight questions scored responses of 90% satisfaction or above across the Group confirming that students are enjoying their courses, feel their tutors and teacher support them to improve and feel safe when they attend college.</p> <ul style="list-style-type: none"> • Q1 I am enjoying my course – 95% • Q11 My tutor and teachers help me to develop targets and actions to improve – 95% • Q18 I understand the importance of democracy, freedom of speech, tolerance, the rule of law and individual liberty – 97% • Q19 Overall, I feel safe when I'm at College – 97% • Q22 Overall, I am happy with the way I am being taught-95% <p><u>Areas for Improvement</u></p> <ul style="list-style-type: none"> • Q6 The quality of teaching on my English FS/GCSE course is of a good standard and I am confident in the progress I am making – 88% (6% rise from 18/19) • Q7 The quality of teaching on my Maths FS/GCSE course is of a good standard and I am confident in the progress I am making – 80% • Q10 The online tutorial work (Learning Curve) helps me to develop a greater understanding of issues like safeguarding – 83%(5% rise from 18/19) <p>Not all students feel they are making good progress in Functional Skills/Maths/English GCSEs and they do not appear to have found Learning Curve useful although there was some improvement to ratings this year.</p> <p>It was <u>resolved</u> to note the report.</p>

9.2	LINK GOVERNOR REPORTS
9.2.1	Members received and reviewed Link Governor reports from: <ul style="list-style-type: none"> 1. Mike Bristow- TLA visit to Carshalton College Construction and Engineering 2. Katie Driver – Leadership and Management
9.2.2	The Chair thanked the Link Governors for these really helpful reports and the Principal, Carshalton College reported on how well received Mr Bristow’s day long visit and his engagement with staff and students had been.
9.2.3	The Chair of the Corporation will try to encourage similar visits by other governors as part of the governor appraisal process which he will be leading.
9.2.4	It was resolved to note the reports.

9.3	STAFF WELLBEING SURVEY AND ACTION PLAN
9.3.1	The Committee received and reviewed the Wellbeing Action Plan 2019-21. The actions arise from the Wellbeing Audit – the full audit report had been received by the FP & R Committee and will also be reviewed by the HSS Committee.
9.3.2	The Group Principal reported that the Group was quite pleased with the outcome of the survey which had a 38% response rate. The Director of HR will analysis the outcome of the audit, which contained 35 HSE questions using the approach set out by the HSE. The data demonstrated an overall score of greater than 2.5 in all six Management Standards (1=low wellbeing, 5 = high wellbeing). One area of concern was the number of responses about harassment and bullying at work indicated by staff.
9.3.3	It was resolved that the Director of HR’s analysis of the outcomes of this audit and the full Audit Report should be circulated to this committee in the future.
9.3.4	Governors asked about plans being made by the College to support staff and students isolated at home during a College closure. The Group Principal reported on plans for wellbeing activity and safeguarding processes being prepared by the Group.

10.	OFSTED INSPECTION MERTON ADULT EDUCATION The report was received and noted.
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11.	Review of Board Assurance Risk Areas																					
11.1	The paper was presented by the Group Principal Members discussed and reviewed the two risk areas allocated to the committee and the assessment of the level of risk for each in the Board Assurance Framework as below:																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">Minor</td> <td style="width: 20%; text-align: center;">Medium</td> <td style="width: 20%; text-align: center;">Critical</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">Severity of Risk</td> <td style="text-align: center;">< 19</td> <td style="text-align: center;">20-34</td> <td style="text-align: center;">>35</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">High</td> <td style="text-align: center;">Medium</td> <td style="text-align: center;">Low</td> <td style="text-align: center;">None</td> </tr> <tr> <td style="text-align: center;">Level of Assurance</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			Minor	Medium	Critical		Severity of Risk	< 19	20-34	>35			High	Medium	Low	None	Level of Assurance					
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 30%; text-align: center;">Assurance Risk Areas</th> <th colspan="3" style="text-align: center;">Risk Assessment</th> <th rowspan="2" style="text-align: center;">Overall Assessment of Assurance Level</th> <th rowspan="2" style="text-align: center;">Risk Area Responsibility: Governing Body Committee</th> </tr> <tr> <th style="text-align: center;">Cross Reference to Risk Register</th> <th style="text-align: center;">Gross</th> <th style="text-align: center;">Net</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Poor Ofsted or OFS Result</td> <td style="text-align: center;">14,16,18</td> <td style="text-align: center;">48</td> <td style="text-align: center;">25</td> <td style="text-align: center;">Green</td> <td style="text-align: center;">QLS</td> </tr> <tr> <td style="text-align: center;">Declining student numbers or planned student targets not achieved</td> <td style="text-align: center;">1,2,3a,3b,4</td> <td style="text-align: center;">75</td> <td style="text-align: center;">69</td> <td style="text-align: center;">Red</td> <td style="text-align: center;">QLS</td> </tr> </tbody> </table>		Assurance Risk Areas	Risk Assessment			Overall Assessment of Assurance Level	Risk Area Responsibility: Governing Body Committee	Cross Reference to Risk Register	Gross	Net	Poor Ofsted or OFS Result	14,16,18	48	25	Green	QLS	Declining student numbers or planned student targets not achieved	1,2,3a,3b,4	75	69	Red	QLS
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11.2	<p>After discussion, particularly about the continuing decline in student numbers and the marketing review and action being taken to address this it was resolved:</p> <p style="padding-left: 40px;">That the Committee was satisfied that the risk level for each of the risks is correct at the moment and that sufficient controls and/or actions are being taken to manage these risks.</p>
	<p>The Chair thanked College Officers for everything that they have been doing to support students and staff to keep the colleges open in the face of increasing health risks and closures of other businesses. During the College closure governors asked to be kept in touch and offered their support to the College in any way possible.</p>
	<p>The meeting closed at 7.45pm.</p> <p>Signed: Date:.....</p>

Action points		Responsible	Deadline	Signed off
1	Chair and Head of Governance to review the outstanding Action Log from previous meetings and agree a new timetable for these	GW and HM	May 2020	
2	HNS to become a standing item for future QLS meeting agendas	HM	May 2020	
3	Chair of the Corporation to encourage Link Governor visits as part of the governor appraisal process	RF	Summer 2020	
4	Director of HR's analysis of the outcomes of the Wellbeing Audit and the full Audit Report to be circulated to QLS	DHR	Summer 2020	